

Cragin Memorial Library Board of Trustees
Special Meeting of March 22, 2011
Cragin Memorial Library
Minutes

***Note:** This Special Meeting occurred because the Regular Meeting of March 1, 2011 was cancelled due to lack of a quorum.*

Present: Mary Ellen Mahoney, Chair; Alyssa Soby, Secretary; Ron Goldstein; Julianna Cameron; Rev. Linda Barnes; Gregg Schuster, First Selectman; Victor Horvitz,

Absent: Edwin Cragin; Jeffry Mathieu, Principal of Bacon Academy; Celia Conrad, Treasurer.

Also in attendance: Kate Byroade, Director.

1. Call to Order

Mary Ellen Mahoney called the meeting to order at 6:34 P.M.

2. Minutes

The Board of Trustees reviewed the Minutes from the Regular Meeting of December 7, 2011. Mary Ellen Mahoney asked for a motion to approve the minutes.

Motion: Mary Ellen Mahoney, to approve the Minutes from the Regular Meeting of December 7, 2011.

Seconded by: Ron Goldstein.

Vote: Approved. Gregg Schuster abstained.

3. Treasurer's Report

In Celia Conrad's absence, Mary Ellen Mahoney presented highlights from the Treasurer's Report. Celia Conrad will email the report out to the Board of Trustees upon her return.

- According to Rob Tarlov, the Fund is up in 2011, with a current balance of \$214,849.00.
- Two donations were received. Charity Barger Hyde donated \$500 to be split between the Israel Liverant and Sylvia Liverant funds (her grandparents). Linda and Don Barger donated \$1000 to be split between the Sylvia and Israel Liverant funds (parents).

Mary Ellen Mahoney posed a question regarding donations to funds. Currently, if a fund is set up, only the interest goes to the library for books. Mary Ellen Mahoney asked whether it was the policy of the Board of Trustees to only give interest, noting that it would be nice if a larger amount of a donation to a fund could be used for books.

The Board of Trustees determined that there was no governing document; it was just historical practice. The Board of Trustees discussed changing its practices to potentially dip into principal as needed, or to split fund donations so that part might be used immediately and part used to grow the fund balance.

Kate Byroade made recommendations:

- Continuing to spend approximately \$1000 annually (as originally planned by former Library Director Siobhan Grogan) from the Stern Fund [held by the Town of Colchester] on non-fiction books, until it is gone (approximately 13 years).
- Spending a little more from the Sylvia Liverant Fund to bolster the fiction collection.
- Not spending anything from the Israel Liverant Fund, in order to allow it to grow and ultimately productively support the Library after the exhaustion of the Stern Fund.

The Board of Trustees discussed the acknowledgement of donations through letters and bookplates, the possibility of moving the Israel Liverant Fund to a higher risk, higher reward instrument, and the need to communicate that while donors cannot specify titles, they can select a topic or area of interest.

Mary Ellen Mahoney asked for a motion.

Motion: Mary Ellen Mahoney, that during the Regular Meeting in March the Board of Trustees will present donations received in the prior period and the Library Director will make recommendations regarding the use of funds (both principal and interest, if need be), after which a vote will be taken and money made available to the Library Director as soon as possible.

Seconded by: Alyssa Soby.

Vote: Approved unanimously.

Mary Ellen Mahoney asked whether the Board of Trustees wanted to discuss this now.

The Board of Trustees determined that they would implement this practice at the next March meeting, but until then, they would continue to give interest from funds.

4. New Business

a. Ron Goldstein – Discussion of Library Partnerships

Ron Goldstein presented the need for the Board of Trustees to more effectively collaborate with other organizations in town in order to fulfill its mission. The Board of Trustees discussed this and generally agreed.

Kate Byroade offered a possible opportunity for collaboration between the Board of Trustees, the Colchester Historical Society, and the Bacon Academy Board of Trustees to salvage, store, and share Bacon Academy historical artifacts. The effort would be significant, but a collaborative effort might be more successful in obtaining grant money.

b. Gregg Schuster – Update from Town

Gregg Schuster provided an update:

- Contract with the Library union has been executed.
- The proposed budget includes thin client technology at the Library.
- The Board of Finance reviewed the budget; neither books nor hours were cut.

[Note: Gregg Schuster left the meeting at 7:15 P.M.]

c. Additional Discussion about Local History Project

The Board of Trustees continued to discuss the proposed collaboration to store and share local history. The Board of Trustees generally agreed that this would be a good first step, and members offered to reach out to other organizations regarding the project.

[Note: Ron Goldstein left the meeting at 7:27 P.M.]

5. Director's Report

Kate Byroade submitted a hardcopy report to the trustees and presented highlights:

- **Early Childhood Education**
 - Colchester Rotary Club had pursued a literacy grant; the amount raised at their fundraiser had been matched by the grant. Colchester Learning Foundation had also provided the Library with a grant. The money was used for "Book-It Kits" that will start circulating in April.
 - Each Book-It Kit is a large box of books, manipulables, and reproducible materials on a single early childhood education theme or concept, such as colors. They are designed to be resources for parents at home, formal preschool programs, and people who provide informal childcare. Each box circulates for a month.
 - Each kit costs \$200-300, with materials purchased at library prices.
 - The Library was able to purchase 6 kits with money from the Colchester Rotary Club, purchase 2 kits with grants from the Colchester Learning Foundation, and use \$300 from the Colchester Garden Club for a kit on "growing". In addition, as part of the Collaborative for Colchester's Children's emphasis on

health, that organization had provided 2 activity bags, and the Colchester Elementary School Parent-Teacher Organization had provided money for a math enrichment box.

- The program is modeled after a program in Manchester, which offers over 50 titles. Those kits are the legacy of a massive federal grant for early childhood education that had funded 18 months of outreach visits by a librarian, nurse, and educator from the Lutz Children's Museum.
- The Colchester Rotary Club grant also shored up the collection of easy reader books.
- **Community Needs Assessment**
 - Two Community Needs Assessment workshops will take place on March 23, 2011 from 2:00 P.M. – 3:30 P.M and from 7:00 P.M. to 8:00 P.M. Focus groups will be lead by Beth Mainiero, the former Library Director in Greenwich, CT. All are welcome, and some town department heads had committed to participating in the afternoon session.
- **Charts**
 - Statistics show that Colchester is open significantly more hours than comparable libraries, but spends significantly less per capita on materials.

Mary Ellen Mahoney asked for a motion to approve the Director's Report.

Motion: Alyssa Soby, to approve the Director's Report.

Seconded by: Julianna Cameron.

Vote: Approved unanimously.

6. Old Business

a. Kate Byroade - Norton Room Gallery Lighting

Kate Byroade approached the Board of Trustees about adding lighting to the Norton Room A and B gallery spaces.

- Quote is for lighting around the entire perimeter of the space.
- Equipment would cost \$2,700; she estimated an additional \$2,000 for installation by licensed electricians. Part of the expense stems from the use of the most highly efficient LED bulbs. They last 15 years, but cost \$50 each.
- Vendor could put gallery lights on a motion sensor with an override.

The Board of Trustees discussed the request. Members had concern over the expense of the project, and wondered what the cost might be to address specific dark spots.

b. Kate Byroade – Children’s Department Lighting

Kate Byroade proposed adding additional lighting in the picture book area of the Children’s Department, as suggested by the state consultant.

- Space is extremely dark in late afternoon.
- High-output, flexible LED ribbon is thumb-width, can be installed along a chair rail, casts lots of light, and is highly energy efficient.
- A 5-meter reel and appropriate electrical connections costs approximately \$405.

Kate Byroade will set up a time for the Board of Trustees to review both the Norton Room and the Children’s Department lighting requests with the vendor.

c. Kate Byroade – Children’s Department Circulation Desk

Kate Byroade followed up on a previous proposal to resurface the circulation desk in the Children’s Department for greater efficiency.

- Westchester Woodworking supplied a quote of just under \$2,000.
- Correctional Enterprises of Connecticut quoted \$870, but would have to work off-site. Additional effort would be required to correctly fit the desktop.

Kate Byroade reminded the Board of Trustees that a state consultant had recommended seating for an older children’s area in the Children’s Department. The search continues; some chairs had been found at \$399 each, but she will continue to shop around.

Kate Byroade noted that the Zagray Fund contains just over \$11,000, and that the total amount for all the projects discussed would be approximately \$8,000.

7. Adjournment

Mary Ellen Mahoney asked for a motion to adjourn the meeting.

Motion: Mary Ellen Mahoney, to adjourn the meeting.

Seconded by: Alyssa Soby.

Vote: Approved unanimously.

The meeting was adjourned at 8:15 P.M.

The next Regular Meeting of the Board of Trustees will be Tuesday, June 7, 2011 at 6:30 P.M. in the Cragin Memorial Library.